



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
JOINT FORCE HEADQUARTERS, MAINE NATIONAL GUARD  
33 STATE HOUSE STATION  
AUGUSTA, ME 04333-0033

28 July 2015

**ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #15-088**  
**TITLE 32 USC SEC 502 (f)**

**POSITION:** Human Resources SGT (42A)

**GRADE:** SSG/E6 (Also see Area of Consideration)

**LOCATION:** 11<sup>th</sup> CST-WMD (W7LMAA), 1 Armory Road, Waterville, ME 04901

**CLOSING DATE** 11 August 2015

**AREA OF CONSIDERATION:** Open to **currently assigned** on-board Maine Army National Guard AGR 11<sup>th</sup> CST-WMD Members in the rank of Sergeant (E5) who are qualified in MOS 42A or eligible to become qualified. The Soldier in the rank of E-5 selected for this position will be eligible for promotion once 42A Duty MOS qualified and on an approved EPS list (Also see Eligibility Requirement below).

**MILITARY/FULL-TIME ASSIGNMENT:** Selected applicant will be assigned militarily as a 42A Human Resources SGT (UMR position 003/02) and full time as a Human Resources SGT (FTMD position 2040/018) within 11<sup>th</sup> CST-WMD, Waterville, ME.

**ELIGIBILITY REQUIREMENT:**

- a. Soldiers wishing to apply must have the concurrence of their chain of command, and have served at least 18 months in their current assignment unless TAG has waived this requirement.
- b. Selected individual must **be eligible to become 42A MOS qualified**.
- c. Individuals must meet Army Physical Fitness Standards. Army applicants must provide a DA Form 705 dated within the past 12 months. Applicants will be expected to meet the Army Physical Fitness Standards within three (3) months of being assigned to the unit. Physical Fitness Training and Testing will be ongoing.
- d. Meet height and weight requirements.
- e. Not be flagged for personnel actions.
- f. Normal color vision is required.
- g. Meet criteria listed in Area of Consideration above.

**DUTIES AND RESPONSIBILITIES:** (See attached Position Description)

**LENGTH OF TOUR:** If the selected individual is not AGR he/she will be appointed to AGR status for an initial tour of 3 years. Extension of all AGR Soldiers beyond their initial tour is contingent upon recommendation by the supervisor and final approval by the Adjutant General.

**HOW TO APPLY:**

- AGR applicants will submit a memorandum of interest through their Chain of Command to the HRO-AGR office.

**ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT # 15-088 dated  
28 July 2015 (Cont'd)**

- All applicants are encouraged to submit a current resume, ERB, and last (3) NCOERs (if applicable).
- Memorandums and Applications must reach the HRO-AGR office NOT LATER THAN THE CLOSING DATE. Memorandums and Applications received after the closing date will NOT be considered. The inter-office distribution system may be used (no expense incurred to the government).
- Current Maine AGR Job announcements are available on the internet at <http://www.me.ngb.army.mil/DHR/ANNOUNCEMENTS/DEFAULT.htm> under the "JOBS" link.

You may deliver your application and other documents **in person**, or **send** them by:

- **Email** (*Preferred Method*) to [hroagrbr@me.ngb.army.mil](mailto:hroagrbr@me.ngb.army.mil), or
- **Non government fax** to MENG-HRO-AGR office at (207) 626-4246, or
- **U.S. mail** to "Department of Defense, Veterans, & Emergency Management, ATTN: MENG-HRO-AGR, Camp Keyes, Augusta, ME 04333-0033"

**APPOINTMENT:** This position will be filled as soon as possible on or after 11 August 2015. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors/Commanders, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during the announcement period due to school, illness etc., should be notified.

FOR THE HUMAN RESOURCES OFFICER:

Encls  
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\\\\\\\\\\\\signed\\\\\\\\\\\\\\\\\\\\\\  
CHRISTOPHER A. MERRILL  
CW4, MEARNG  
AGR Manager

**ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT # 15-088 dated  
28 July 2015 (Cont'd)**

**POSITION DESCRIPTION**

1. **POSITION TITLE:** Human Resources SGT
2. **UNIT IDENTIFICATION:** 11<sup>th</sup> Civil Support Team - Weapons of Mass Destruction – (11<sup>th</sup> CST- WMD)
3. **TDA IDENTIFICATION:** See announcement
4. **AUTHORIZED GRADE:** Not to Exceed E-6
5. **DUTY SSI/MOS-AFSC:** 42A
6. **RELATED EXPERIENCE:** Prior NBC assignments/qualifications desired. Demonstrated leadership ability desired.
7. **SPECIAL REQUIREMENTS:**
  - a. **MILITARY EDUCATION:** See Training Requirements Below.
  - b. **CIVILIAN EDUCATION:**
    - (1) Must be a High School graduate or GED equivalent.
    - (2) Must have knowledge of the organization and missions of the Army National Guard and/or Air National Guard.
8. **SUPERVISORY CONTROLS:** Receives general and specific guidance from the Commander, 1SG, Operations NCO and Officer.
9. **POSITION DESCRIPTION:** Responsible to perform the duties of Human Resources in garrison and to perform duties as a Decontamination NCO in tactical duties.
10. **TRAINING REQUIREMENTS:**

Selectee will be required to attend over 900 hours of individual schooling out of state. This training is in addition to regular unit travel. Applicants must seriously consider the implications of these requirements and the commitment required to be in this unit.